



iLearn Schools

Bronx Arts and Science Charter School (K-2)

Student Handbook Elementary

Dear Students,

Welcome to the 2019-2020 school year at iLearn Schools! This new school year means a new beginning, and new futures. The administrative team is excited about this coming school year, and the staff at iLearn Schools is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning climate for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone involved: students, parents, and staff. The mission of iLearn Schools is to create a partnership among the members of this triad. Each of us is responsible for doing his or her part to make our school a place where we can all work and strive together in harmony.

iLearn Schools is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire iLearn Schools staff and community, best wishes for a great 2019-2020 school year!

Sincerely,

iLearn Schools

SCHOOL MISSION

iLearn Schools' mission is to provide the ideal environment for the intellectual and social development of its students by utilizing a combined effort of students, educators, families, and the community as a whole.

Because of the nature of its mission, iLearn Schools does not discriminate against any member of its community on the basis of gender, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

iLearn Schools STUDENTS RIGHTS AND RESPONSIBILITIES

STUDENTS' RIGHTS

- To feel safe in the school environment;
- To take full advantage of the learning opportunities;
- To work in an environment free from disruptions, and chaos;
- To express their opinions, ideas, thoughts, and concerns;
- To have a healthy environment that is smoke, alcohol, and drug free;
- To use school resources and facilities for self-betterment under appropriate supervision;
- To expect courtesy, fairness, and respect from all members of the community;
- To be informed of all expectations and responsibilities;
- To take part in a variety of school activities; and
- To have the right to due process;

STUDENTS' RESPONSIBILITIES

- To be caring and honest;
- To do his or her best to learn and master all he or she can;
- To respect school rules, regulations, and policies;
- To be sure that personal expression does not interfere with the rights of others;
- To follow state law and school policies concerning substance abuse;
- To respect and protect the personal and property rights of others and of the school;
- To treat all members of the community with full respect, fairness, and courtesy;
- To abide by all the expectations of the school and its community;
- To follow the prescribed guidelines for participation in school activities; and
- To adhere to due process procedures.

School Culture

iLearn Schools Core Values

Purpose

To protect the social-emotional and moral health of students, iLearn Schools has proactively established Core Values, outlined below, to promote actions that are representative of productive, honest citizens from each of its students.

Positive behaviors and demonstrations of good character will be anchored and evaluated by the iLearn Schools' core values: **Honesty, Integrity, Respect, Community, Compassion, and Excellence.**

Description Core Values

Honesty - We tell the truth and admit wrongdoing. We are trustworthy and act with integrity.

Integrity - We exhibit integrity by doing what is right. We are role models for other students by carrying ourselves with dignity.

Respect - We show high regard for our teachers, our classmates and ourselves. We treat others as I would want to be treated. We understand that all people have value as human beings and we respect differences and embrace others' perspectives.

Community - We demonstrate pride in our school. We offer assistance to our fellow classmates and teachers. We are a family.

Compassion - We are compassionate through both word and deed. We care deeply about others and respect differences of opinions. We are kind and show empathy towards our classmates and teachers.

Excellence - We strive for excellence by exemplifying positive leadership, responsibility and organization, and a consistent positive attitude

ClassDojo

iLearn Schools are expected to live by the Core Values of **Honesty, Integrity, respect, Community, Compassion, and Excellence.** Students will learn to uphold these values.

Along with the established disciplinary procedure, iLearn Schools will enforce ClassDojo in which students will be given points for acceptable and/or unacceptable behavior. Each teacher and staff must use this system and the Administration has the discretion to implement certain consequences for students who have earned points above a set limit. Parents will be notified about the consequences associated with the behavior.

Rules of Discipline Point System

1. Every unwanted behavior has a numerical point.
2. Every teacher is required to mention ClassDojo in his/her syllabus and use it.
3. The teacher shall fill out a Discipline Referral Form if the same case continues, and contact an Administrator.
4. An accrument of 30 points or more within a year period may result in attending detention.
5. Students are required to attend any detention must obey rules of conduct. Students may receive more ClassDojo points, however for an unwilling behavior.
6. Failing to attend any detention without any confirmed excuse may result in further consequences.
7. An accrument of 50 points or more within a school year may result in a parent conference and further actions in an attempt to reduce points. Ex: detentions, suspension, and other remedial actions.
8. An accrument of 75 points or more within a school year may result in a suspension and a corrective action plan.
9. An accrument of 100 points or more within a year period may result in expulsion.

iLEARN SCHOOLS Core Value Record

Students can receive positive or negative points based on demonstrating the core values. This is part of the ClassDojo system. The following table gives examples of positive and negative behavior based on each of the core values.

Honesty	Positive <ul style="list-style-type: none"> · Admit to your actions · Explain how a situation really happened · Encouraging others to be honest 	Negative <ul style="list-style-type: none"> · Lying · Spreading rumors · Stealing
Integrity	Positive <ul style="list-style-type: none"> · Doing the right thing when no one is watching · Student alerts teachers/administrators about unsafe situations · Student fails an assignment and actively seeks out support · Student seeks additional instructional support · Being a team player · Sharing recognition 	Negative <ul style="list-style-type: none"> · Cheating/plagiarism · Allows others to copy work · Cutting class · Being where they are not supposed to · Inappropriate use of technology
Respect	Positive <ul style="list-style-type: none"> · Shows kindness and courtesy · Respects differences · Embraces other's perspectives 	Negative <ul style="list-style-type: none"> · Disrespect to staff member · Disrespect to fellow classmate · Inappropriate language/cursing
Community	Positive <ul style="list-style-type: none"> · Helps maintain cleanliness and aesthetics of the school · Demonstrating pride in your school · Student offers assistance to classmate · Student volunteers to assist staff and/or school events 	Negative <ul style="list-style-type: none"> · Destruction of school property · Destruction of individual property · Failure to follow instructions during emergency drill · Dress code violation
Compassion	Positive <ul style="list-style-type: none"> · Displays random acts of kindness · Shows empathy towards others · Expresses gratitude 	Negative <ul style="list-style-type: none"> · Refuses to apologize · Hurts someone's feelings

		<ul style="list-style-type: none"> · Student makes decisions without taking other's input into consideration
Excellence	Positive <ul style="list-style-type: none"> · Exemplifying positive leadership · Exemplifying responsibility and organization · Consistent positive attitude 	Negative <ul style="list-style-type: none"> · Failure to work effectively in a group setting · Unexcused tardy to class · Unprepared to class

GRADING POLICIES

REPORT CARDS and PROGRESS REPORTS

All students will be assigned a progress report grade in all classes at the end of the designated progress report period. All progress reports will be sent home with the student. All students will be assigned a report card grade in all classes at the end of every 9 week (Quarter) reporting period within a semester.

The school is responsible for printing and issuing progress reports and report cards in a timely fashion.

It is the parent's responsibility to call & request a report from the front office if it was not received on time.

It is the parent's responsibility to ensure that students submit their homework on time. You may also get online information about your child's progress by logging onto our website at <http://ilearnschools.org/>

iLearn Schools is dedicated to excellence in education, and we strive to create a caring and efficient communication between home and school.

iLearn Schools will follow this standard scale for assigning letter grades for each nine-week reporting period. Teachers will establish the grading policies and procedures for their classes individually, and their grades will correspond to this scale.

A	90 - 100
B	80 - 89
C	70 - 79
F	0 - 69

GRADE PROMOTION POLICY

Kindergarten:

Retention can be strongly encouraged based on the students' reading level and report card grades. At the end of Kindergarten, students should be at reading level "D." Students who are at reading level "B" or below and have "N" in both reading and mathematics should be encouraged for retention.

First grade:

A "three point" criteria for promotion to second grade: At least two points of the three points must be met in order to ensure promotion.

1. Reading Level: at least level "G" (two levels below first grade end of year benchmark of "I").

2. Final Mathematics or English Language Arts grade at an: "I" or above (I = in progress towards achieving a standard).
3. Final exam grade in Mathematics or English Language Arts: 70% or above.

Second and Third grade:

Starting in second grade, promotion from one grade to another in iLearn Schools shall be based on the following criteria:

1. A student who has not maintained a grade average for a school year equivalent to at least 70 on a scale of 100 may not be advanced from one grade level to the next.
2. A student must maintain a yearly average of 70 in Reading/Language Arts
3. A student must maintain a yearly average of 70 in Mathematics
4. A student must maintain a yearly average of 70 in Social Studies
5. A student must maintain a yearly average of 70 in Science.
6. A student must attend at least 91% (164 days) of the classes throughout the year in order to be promoted to the next grade level. More than 18 absences within one school year will result in failing. There will be no make-up exams for unexcused absences.

SCHOOL POLICIES

INTRODUCTION

To achieve our mission, every member of the iLearn Schools community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning. The information in this handbook provides the guidelines for all of our behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a "Student" Handbook, it is written to/and for you. Each section begins with a general description of the issues involved, and then it addresses you and your actions and attitudes very specifically.

SCHOOL CALENDAR

Calendar is accessible to all parents, guardians, and students on the school's website. If you would like a copy of the calendar, please feel free to stop by the main office.

COUNSELING SERVICES

iLearn Schools has professional staff members who are available to help students regarding problems that they may be experiencing at school or home.

UNIFORM AND PERSONAL APPEARANCE

iLearn Schools has a uniform to help create a safe and orderly environment, instill discipline, and eliminate competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Most of the uniform items can be purchased from the companies suggested by the school.

- **If you arrive at school out of uniform, your parents will be called.**
- **You will be kept out of classes until you are dressed appropriately and all class time you miss will count as an unexcused absence.**

- The staff reserves the right to determine and restrict unbecoming styles. If a student is dressed or groomed inappropriately, parents may be called to bring a change of clothes. Violations of the dress guidelines will result in incremental disciplinary action.

OFFICIAL UNIFORM (WITH APPROPRIATE SCHOOL COLORS):

Uniform Top for All Students (With School Logo)

- Polo School Shirt with Short or Long Sleeves
- Fleece Jacket
- Sweatshirt
- Check your school website for more details

Uniform Pants

- Properly fitting navy blue pants
- No jeans except when given explicit permission
- Khaki shorts are permitted only in the last few weeks of school which will be determined by the school administrator.

PE Uniform (With School Logo)

- School Sweat Pants or Shorts (No higher than knee cap level)
- School Gym T-Shirts

Footwear

- Shoes: Brown or Blacked lace-up shoes or loafers (closed toe, closed heel)
- No sandals, flip flops or mules
- Sneakers (white or black): Only PE days and when given explicit permission
- All shoes & sneakers should have backs or secure straps on shoe for safety
- Boots: Are only permitted during harsh weather conditions such as snow or rain.

STUDENTS WILL NOT PARTICIPATE IN GYM ACTIVITIES IF NOT PREPARED WITH PE UNIFORM!

For the 2019-2020 school year, please refer to our school website regarding the purchase of uniforms:
[\(www.bronxcharter.org\)](http://www.bronxcharter.org)

ADDITIONAL DRESS CODE REQUIREMENTS AND LIMITATIONS

In addition to making sure you are wearing the school uniform, iLearn Schools require that you follow these additional guidelines in terms of uniform appearance and personal appearance. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. iLearn Schools prohibits any clothing or grooming that, in the administration’s judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations. The uniform policy is intended to promote a more effective learning climate; foster school unity and pride; improve student performance; foster self-esteem; eliminate label competition; simplify dressing and minimize costs to parents; teach children appropriate dress and decorum in their “work” place; and help to improve student conduct and discipline.

The dress code listed below will encourage young people to maintain good standards of dress as well as allow for comfort, safety, and personal preference in their dress. Coats are not to be worn inside classrooms and hallways and they must be stored in lockers.

Uniform Top:

- Shirt must be in good condition. Free from holes and tears.
- Students are encouraged to tuck in regular uniform shirt at all times.

- Shirt collars and sleeves must remain down.

Uniform Bottoms:

- Must fit properly
- May not be baggy or tight
- May not sag
- May not have a low waist
- Not permitted
- No pants, shirts, shorts, or skirts that is anatomically revealing or tight
- No jackets, sweatshirts, or sweaters will be worn around the waist
- No shorts shorter than knee cap level
- No cargo style shorts or pants
- No pedal pushers

For safety: All shoes must be trapped and/or tied. All shoes must have closed toe and heel.

General Guidelines

- ILEARN SCHOOLS prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, or obscene; advertise or depict tobacco products, alcoholic beverages, drugs, or any other prohibited substance.
- Hair must be neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around him or her (this includes Mohawks, dyeing, highlighting or other extreme haircuts).
- Boys' hair length may not touch the top of the shirt or jacket collar except for closely cut hair.
- **PE uniforms are permitted only on PE days.**
- **Coats, jackets, and items not meeting dress code must be stored in lockers/classrooms.**
- No jewelry shall be displayed or visible, except earrings. No facial piercings permitted.
- **All female students: No hoop earrings** of any kind. Post earrings ONLY. No Make-up. No tattoos; body piercings; fake or long nails (for safety reasons); body writings; sunglasses; pajamas; wallets with long chains; hats; caps; bandannas; and other headgear allowed.

Dress Code on Dress Up or Dress Down Days: All general dress code rules apply. Garments must be free of holes, tears, inappropriate language, logos, messages or advertising. No sleeveless shirts, hoodies, skintight, bicycle leggings, ripped jeans, short dresses or skirts. No low cut, midriff, backless blouses. Parents will be called to pick up a child if students violate the dress code.

HOMEWORK POLICY

Homework is an essential part of your success at iLearn Schools. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework on time. In case of conflict regarding homework assignments **the teacher's record is final**. If you or your parents have questions about homework, immediately contact the teacher who assigned it. Teacher's contact information is available at our website.

EXAMINATION PROCEDURES

At iLearn Schools, formal examinations fulfill an important function in the assessment of each student's academic performance. As external examinations (PARCC, NJASK) are used on a state-wide basis as measures

of student performance, students at iLearn Schools are exposed to formal examinations, not only for the purposes of assessment but also for experience in examination conduct, procedure and technique.

Consequently, the school has in place a "Code of Conduct" pertaining to examinations.

- Students are to remain silent during all examinations.
- Under no circumstances are students permitted to distract other students during examinations.
- Students must leave school bags at the front of class or in their lockers during examinations.
- Students are not permitted to take any paper, including worksheets, into the exam room.
- Students are not permitted to remove any paper, including the question paper, from the exam room.
- Students must bring requested equipment and supplies for each exam.
- Students are not to be late for examinations and will NOT be permitted to leave early.
- Latecomers will not be granted extra time to complete the exam.
- Students who are absent from any examination are required to present themselves to their teacher immediately upon their return to school.

All exams must be made up within 3 days of absence; however, the student must present a reasonable excuse to be eligible for a make-up exam or project.

Any student that disrupts the class during testing will be issued serious consequences.

ANY STUDENT FOUND TO BE CHEATING DURING EXAMINATIONS AND/OR DETERMINED TO HAVE CHEATED WILL RECEIVE A ZERO AND THEIR PARENTS WILL BE NOTIFIED. DISCIPLINARY ACTION MAY BE TAKEN BY EITHER THE TEACHER OR BY A SCHOOL ADMINISTRATOR. SEE THE CHEAT/PLAGIARIZE POLICY.

ILLNESS, INJURY, AND MEDICATION POLICIES

iLearn Schools will have a school nurse or first-aid-trained-person available to discuss or assist with medical problems or concerns. Unless you are ill, you must make an appointment in advance with the nurse.

Illness or Injury During the School Day

- Please follow these three rules if you become ill or are injured during the school day.
- Report to the nurse's office. If the nurse is not available, you should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence as well as cutting class.
- Do not leave the building without permission. Always report to the main office.

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be:
 - sent directly from the pharmacy or physician's office;
 - brought to the school by the student's parent/guardian.

The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.

On the medication container, the following information must be clearly printed:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.

- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month.
- Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the nurse's office.

Students are not allowed to carry any medication with them to school. Aspirin, Tylenol, and other patent drugs are not available from iLearn Schools.

Head Lice Policy

iLearn Schools follows the No – Nit Policy. When head lice are positively identified the student's parent/guardian will be notified to pick student up immediately. The student and parent/guardian will need to check in at the office to have student re-examined. At the time of the repeat examination if there are nits still visible the student will not be allowed to remain in school.

LIBRARY

The resources of the library are available to support and enhance students' understanding and to encourage students to become independent, life-long learners.

CUBBIES/LOCKERS

Each student will be assigned a cubby/locker for his/her individual use. This cubby/locker is for storing books, coats, and personal items necessary for school. The cubbies/lockers should not be used to store valuable items. iLearn Schools will not be liable for personal items left in the cubbies/lockers or brought to school with you. **Do not trade your cubby/locker with another student. Do not let another student share your cubby/locker. Use only the cubby assigned to you. You should report any damage or vandalism of your cubby/locker to the front office. If you do not report vandalism or damage you will be held responsible for it.** Cubbies/lockers are expected to be kept neat at all times. No items considered dangerous by the administration may be kept in the cubbies/lockers and will be removed if found there. State law permits inspection of student cubbies/lockers, at the discretion of local school officials. Students attending iLearn Schools should not expect privacy of the contents of their cubbies/lockers, desks, or other school property.

LOST AND FOUND

If you find books, clothing or personal items on the school grounds, please bring these items to the office. If you lose something, check the Lost and Found. These items will be kept in Lost and Found Box for up to **seven (7) days** after they have been found. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced. **Please label all personal belongings with your name! iLearn Schools is not financially responsible for students' personal belongings upon losing them or misplacing them.**

FOOD SERVICES: BREAKFAST/LUNCH/SNACK

Students may eat or drink only in areas and during times designated by the school according to the daily schedule. Bronx Arts and Science Charter School participates in the Federal Free and Reduced Meal program. A Breakfast/Lunch/Snack in School form will be provided. All families must complete this form. This form must be filled out each year even if your family's income has not changed. The New York State Education Department mandates the collection of this form.

Please note: Any student who does not bring a lunch from home is required to take a tray during his/her lunch period. School meals are listed on a monthly calendar provided by the NYC Department of Education.

For students participating in the school lunch plan, families can view the monthly calendar at www.schoolfoodnyc.org

Any additional inquiries pertaining to meal eligibility and regulations should be addressed to:
Office of School of Food and Nutrition Services 44--36 Vernon Boulevard
Long Island City, NY 11101
718--720--6100

Lunches from Home: In order for students to fully be present and commit on a daily basis to the rigorous academic schedule at Bronx Arts and Science Charter School, we encourage our families to provide healthy and balanced meals. Prohibited foods and beverages for packed lunches include:

- Glass bottles
- Soda of any kind (even diet)
- Food that requires heat, hot water, or refrigerator

Please note: Commercial food deliveries to school will not be accepted.

If you have a special situation, you will need to meet with the Lead Person. During the lunch period, you will be expected to display good manners and courtesy. **You must eat your lunch only in the lunch area.** You will be expected to clear your place and dispose of all trash and recyclables appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior. Students who do not maintain a certain level of respect for others and for their environment will be held accountable for their actions.

Cafeteria Conduct

- Dispose of plates and utensils in appropriate bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice (classroom voice). Do not shout.
- Keep cafeteria lines orderly: no pushing, running, horse playing or cutting of lines.
- No loitering in the cafeteria and hallways during lunch. Be seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to yourself.
- No backpacks or books are allowed in the lunch area.
- Students who mutilate or deface school property will be fined an amount necessary to cover the cost of restoring the damaged property, as well as receive appropriate disciplinary action.
- Appropriate language is to be used at all times.
- Ordering food from outside without an approval from the administration is not allowed.

Transportation Plan

Bronx ASCS will ensure that transportation is not a barrier to equal access for all students. Bronx ASCS students will receive transportation services for which they are eligible under Education Law § 2853(4)(b) and § 3635. If a student is not eligible for such transportation, the student's parent or guardian will be responsible for providing transportation.

The NYC DOE is responsible for providing the same transportation services as other NYC public school students, and Bronx ASCS will coordinate with the DOE Office of Pupil Transportation (OPT) to access yellow busses and/or MetroCards. Given the current transportation routes, we believe OPT will be able to provide yellow buses to our students who meet eligibility criteria (students in grades K-2 who live outside a ½ mile radius and students in grades 2-5 who live outside a 1-mile radius).

Bronx ASCS' secretary will coordinate all transportation that includes submission of required eligibility forms and identification of bus routes and stops. The same personnel will contact eligible students' families to inform them of their child's bus number, bus stop, and estimated pick-up and drop-off time.

General education transportation eligibility is based on a student's grade level and the walking distance between home and school. Based on a distance calculation, students eligible for full fare transportation may receive either stop to school transportation or a Student MetroCard.

Stop-to-School Yellow Bus Service

A student is eligible for stop-to-school yellow bus service if:

- The student is in grades K-6
- The student lives in the same district as the school, (or the same borough for non-public, charter, or citywide gifted and talented schools)
- There is already yellow bus service at the school
- A current stop exists that can serve the student or a new stop can be created.

Student MetroCards

A Student MetroCard is issued upon request if:

- yellow bus service is not available or,
- if a new stop cannot be added for the student.

For more detailed information regarding transportation, please visit:

<https://www.schools.nyc.gov/school-life/transportation/bus-eligibility>

PUBLIC AREAS: HALLWAYS, STAIRWAYS, CAFETERIA, AND LAVATORIES

Hallways, stairways, cafeteria, and lavatories are areas used by all members of iLearn Schools. There are rules of conduct that all students must follow because we all use these areas.

- No loitering in the halls, lunchroom or lavatories.
- No eating in halls or lavatories.
- No running in the halls, lunchroom or lavatories.
- Do not use any profane or vulgar language while in these areas.
- Do not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- No vandalizing (including the use of graffiti), post fliers or write on walls, bulletin boards, doors, desks, books, or any other school property.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floor outside of or on top of your cubby.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office immediately.
- Do not horseplay, push, trip or wrestle.

Students are not permitted in the halls during class periods and lunch hours unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

RESTRICTED AREAS

After arrival at school, students may not leave the building for ANY reason without written permission of the administrator or being accompanied by a teacher.

- Students may not use a classroom without the permission of a teacher.
- Students may not use or remove any item from a teacher's desk.
- The laboratories are out of bounds unless a teacher is present.
- The playground of the school is off limits except when permission is given.
- Construction areas are out of bounds.
- The aforementioned rules apply to students at all times.
- Teachers on duty have the authority and discretion to correct any pupil and submit disciplinary referrals to the office.

SCHOOL ACTIVITIES

iLearn Schools will offer a range of activities that will enrich student learning during the school day and after school. Specific rules will apply to these activities to ensure the safety of our students.

Field Trips

Field Trips offer exciting ways to learn. iLearn Schools' students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

- Students must bring a permission slip signed by parents/guardians to school by the specified date.
- No phone calls will be accepted as permission.
- Students must wear your school uniform unless otherwise specified.
- Students must abide by iLearn Schools codes of student conduct while on the field trip.
- No money will be refunded if a student does not participate in the planned trip without a confirmed excuse.
- **School administration reserves the right to exclude any student from attending field trips/or school activities who may have excessive incidents regarding behavior.**
- **Students with a failing grade or those that are missing critical assignments may be refrained from attending as well.**

After-School Activities

Students have the opportunity to enhance and deepen their knowledge of certain activities or subjects by attending after-school activities.

Parents will receive an application form in order to register your child for a club. This will give you and your child the opportunity to explore the clubs that are available. Once the registration deadline has passed, you must wait until the following registration period in order to register your child. All payments are due at the time of registration. If payment is not received, students will not be allowed to register for clubs.

Students attending after-school clubs will be expected to follow these regulations:

- Students must be with a teacher or other staff member at all times.
- Students must arrange for their own transportation to and from school.
- Students must abide by the iLearn Schools code of student conduct while participating in the activity.

School Competitions

Students can win trophies or medals in competitions or contests in which he/she represents the school. iLearn Schools reserves the right of ownership for any medal or trophy won in the school's name. iLearn Schools also reserves the right to display it.

Garden State International Heritage Festival (GSIHF)

iLearn Schools celebrates our students' heritage and honors the uniqueness of our student body. iLearn Schools intends for our students to broaden their knowledge and absorb the richness of other cultures. The

Social Studies Department, Art Department and the Music Department of iLearn Schools work collaboratively to give our students a rich experience. All students from iLearn Schools participate in this event in three different ways:

- Students design a Social Studies project in their classrooms, which highlights the study of a country, its history, and its culture.

STUDENT ID CARDS

Student ID cards will be issued to each student and will be worn at all times. This card allows students to attend school-sponsored functions and the student may be asked to show and use the ID card in order to get breakfast and lunch. If you lose your ID card, go to the main office before or after school to purchase a new one.

TEXTBOOK AND SUPPLIES

iLearn Schools will hold each student's parent/guardian responsible for the condition of the textbook issued at the beginning of the year. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students must return all textbooks and workbooks at the end of the year. Should a student withdraw from the school or be expelled, all textbooks must be returned to iLearn Schools immediately.

Many of the classes will use expendable supplies – from materials to workbooks. Students will be required to pay for these materials. If there is a special circumstance, families should meet with the administration.

FINAL REPORT CARDS, TRANSCRIPTS AND/OR WITHDRAW FORM WILL NOT BE ISSUED UNTIL ALL TEXTBOOKS ARE RETURNED IN GOOD CONDITION.

VISITORS

Visitors must sign in with security when they arrive and must present a valid ID. Visitor is then to report to the main office. No visitor is allowed to walk in the school without a visitor pass. Parents must also check in at the front office.

ATTENDANCE

Regular school attendance is essential for the students to make the most of their education. School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school or from any class will be considered truant and subject to disciplinary action. To receive credit in a class, a student must attend at least 91 percent of the days the class is offered. Therefore, the student is allowed only 18 days of recorded absences. This includes both excused and unexcused absences. The class credit will remain invalid unless the administration finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity that has been approved by the District's Board of Trustees.
- A documented health care appointment or medical treatment requiring absence. We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. If this is not possible, you must bring a note to the office the day of the absence specifying clearly the time you are to be dismissed. In addition, parents must sign students out of school and you must return to school when finished if classes are still in session.
- A temporary absence resulting from any cause acceptable to the teacher or lead person including personal or family illness; family emergency or death in the immediate family. Morning notification calls must be made to the school each day the child is expected to be absent. Students should bring in an explanatory note when they return. A doctor's note may also be requested for extended illness absences.
- An absence required by state or local officials including welfare, probation or health authorities. The school requires morning notification calls from parents.

- Students will be excused for the purpose of observing a religious holiday consistent with their belief. Documentation from the student's place of worship is required.
- If a student must be absent from school, the student upon returning to school must bring a note **within three days**, signed by the parent, that describes the reason for the absence. Otherwise the absence will be marked unexcused.
- **A student is absent for any reason should promptly make up specific assignments missed. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.**
- A doctor's note for a short-term illness (max two consecutive days) is not required and will be excused, however, parents/guardians are responsible for notifying the school no later than 8:30 am on the day when a child will be absent and for informing the school of the reason for the absence. If this is not possible, in case of an absence, the student – upon returning to school – must bring a note, signed by the parent that describes the reason for the absence; a note signed by the student will not be accepted. Notes must include; the student's name; the date(s) of absence; the specific reason for the absence, lateness, or early dismissal; the signature of the parent; and a daytime phone number where a parent can be reached to verify the note

iLearn Schools has the right to take extreme absence cases to court.

Unexcused Absences

An unexcused absence becomes part of a student's school record. You will be marked for an unexcused absence if you:

- fail to bring a valid note within three school days following an absence;
- are absent from class without permission - including walking out of class;
- are absent from school without parental permission;
- get a pass to go to a certain place but do not report there, and/or;
- are absent for reasons considered unacceptable to the Administration.

Truancy

Truancy means that a student is inexcusably absent from their assigned location without the knowledge of a parent.

- No credit will be recorded for work you missed as a result of truancy;
- A record of truancy will be entered into your record file;
- A conference with your parents will be held.

Students who accumulate five consecutive unexcused absences or nine total days within a semester will be considered truant by state law and as a result can be expelled.

Tardiness

In iLearn Schools, there are two types of tardiness: Tardy to school and tardy to class. Learning the responsibility of getting to school and class on time is an integral part of iLearn Schools's standard of excellence.

If students come after 8:05 a.m. they will need to get a tardy slip from the front office. Oversleeping, car or traffic problems and other related explanations are all unexcused. Tardiness is excusable by a school official under the following circumstances: 1. Court appointment. 2. Illness of the student 3. Student has a doctor or dentist appointment. A note or phone call from a parent or a professional note from a doctor or dentist will be required to verify the above.

The consequences for repeated tardiness to school within a year are as follows:

The number of tardiness to school	Consequences
5 tardy	A letter sent to the parent.
10 th tardy	Parent meeting with administration
15 th tardy	A letter sent to parent. 1 Day ISS* and/or afterschool detention
20 th tardy	Parent Conference. 2 Days ISS* and/or afterschool detention

*ISS- In – School Suspension

*OSS-Out of School Suspension

CLASS TARDINESS

In our school, instructional time is viewed as a precious resource. **Tardiness is excusable only if a student has a written note from the nurse, a teacher, or an administrator.**

The consequences for repeated tardiness to class within a year are as follows:

The number of tardiness to school	Consequences
5 tardy	A letter sent to the parent.
10 th tardy	After School detention.
15 th tardy	A letter sent to parents. 1 Day ISS* and/or afterschool detention
20 th tardy	Parent Conference. 2 Days ISS* and/or afterschool detention

*ISS- In – School Suspension

*OSS-Out of School Suspension

Dismissal Policy:

Please remember that all rules and policies are in place to keep the students of iLearn Schools safe and to dismiss them in the best way possible. Forward any questions to the Assistant Director of Operations or School Director.

Regular dismissal time is **3:00pm**. Dismissal time for the “Early Dismissal” days is **1:10 P.M.** Please do not arrive at school before dismissal time unless you have made arrangements to pick up the student early. Parents are expected to pick up their children no later than 3:15 P.M.

- All students must be picked up by their parents/legal guardians unless they have a walker pass.
- For the parents who cannot pick up their children by 3:15 pm, iLearn Schools provides an After School Program. For the students not being picked up on time, there will be a \$5 charge per student/day for every half hour.
- After school students must be picked up by 4:15 pm. For the students not being picked up on time, there will be a \$5 charge per student/day for every half hour.
- iLearn Schools may call the authorities for the students who are still on the campus after 5:00 PM.
- Students walking home will be assigned a walker pass, if requested by parents /legal guardians. iLearn Schools is not responsible for a child who walks home once he or she is off the property of school. If walkers need to wait on campus for any reason, they should ask permission from staff members.

Dismissal Information Form: Parents must fill out a form provided by the After School Coordinator about dismissal information of their children. iLearn Schools is not responsible for students who leave the campus without a written permission from an administrator. Students are not allowed to loiter in front of neighboring businesses. Disciplinary action will be taken for those who leave and come back to campus without having a written permission from an administrator.

Early Dismissal of Students from School

In all instances of early dismissal, the following precautions will be taken to ensure student safety.

- School administrators may release students before the end of a school day only upon presentation of a written request from their parent or guardian.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his or her behalf.
- Student may be released "on his or her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the hours of dismissal except with the approval of the Lead Person and with the knowledge and approval of your parents or guardian.
- You may not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Lead Person.

Unexpected Closing of School

Weather related or emergency closings of school will be posted on the school website. Local media will be notified.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from iLearn Schools during the school term, he/she will report to the office on the morning of the day he/she leaves. There, the student will receive a withdrawal form that will be taken to each of these teachers for "clearance" showing that the following responsibilities have been fulfilled:

1. Has returned all textbooks and checked out materials
2. Has checked in all assigned equipment;
3. No make-up work due;
4. Fees are paid;
5. Release of student records signed by parent.

The withdrawal form will then be returned to the office for official release. Students going to another school will take with them a copy of the completed withdrawal form that gives grades earned to date in current period.

A PARENT SIGNATURE MUST BE ON ALL WITHDRAWAL FORMS.

COMMUNICATION

The administration and staff will use all means (mail, e-mail, phone, etc.) to communicate with the parents. In the event of a change of address, telephone number, or e-mail address, please notify the school office immediately. The school may not be held responsible for lack of communication unless parent contact information is updated regularly. Communication is the key word for success in education.

GOING TO and FROM SCHOOL

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If needed, the school may take disciplinary action for reports of complaints from the community.

PROTECTIVE ORDERS/RESTRAINING ORDERS

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

EMERGENCY PROCEDURES

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class. Students must follow and understand these instructions.

CODE OF CONDUCT

iLearn School's goal is to help every student fulfill his or her intellectual, social, physical, and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the iLearn Schools administrators, teachers, staff members and security officers shall not allow the following types of behavior during school, on school property, or at or during any school-sponsored activity. The school administration will use their discretion to apply the appropriate consequences.

EXPECTATIONS

Core Values

Core values are the heart of iLearn Schools community and represent the school's Code of Conduct. It is expected that all students abide by the core values outlined in the School Culture section of this handbook.

STUDENT CLASSROOM CONDUCT

To foster a positive learning environment, the iLearn Schools' administrators and teachers shall enforce the following types of behavior during school, on school property, or during any school-sponsored activity.

Classroom rules in every classroom:

- Be in your assigned seat, ready to work before the tardy bell rings.
- Bring pencils, pens, paper, books, and all assigned materials to class.
- Keep your hands, feet, and objects to yourself.
- Do not engage in behavior that creates classroom distractions.
- Follow directions the first time they are given.
- No gum, food, or drinks are allowed in the building except in designated food service areas.
- Raise your hand before speaking.
- No students may leave class without permission.

Substitute teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers. Homeroom periods are also regarded as class periods in terms of validity and effectiveness of classroom rules.

One or a combination of the following consequences for violating daily classroom rules may be implemented:

- ClassDojo points issued
- Written Warning
- Teacher's discretion

- Parent contacted
- Referred to Administration for Detention or Suspension

Discipline - Positive Reinforcement

The teacher will reinforce positive behavior through any of these ways.

1. Oral praise from the teacher
2. Pass to assemblies
3. Note to parents
4. Phone call to parents
5. Parties
6. Trips, picnics
7. Personal notes to student
8. Notes accompanying report cards
9. Notes on papers, tests, etc.
10. Field trips

Discipline: School-Wide Rules

Students breaking the following rules will be subject to disciplinary action by school officials.

- Do not bring radios, tape players, tapes, MP3 players, beepers, CD players, virtual pets, games, or any type of electronic equipment. Cellular phones, personal electronic devices or games, or toys of any kind must not be brought to any classroom, gymnasium, and cafeteria during school hours.
- Students are to always be in assigned supervised areas only.
- Running, pushing, hitting, tripping or shouting are prohibited.
- No swearing whether written or verbal.
- No name calling or bullying.
- Students shall not miss class/classes unless excused by an Administrator, or teacher.
- The use of tobacco, matches, or lighters on or near school grounds is prohibited.
- No displays of affection.
- No touching other students.
- Being insolent, disrespectful and/or argumentative is prohibited.
- All students must follow the student conduct code cited in board policies.
- Eating in hallways and classrooms is prohibited.

Discipline: Severe Cases-Immediate Office Referral

Immediate office referral can be warranted when the student does any of the following:

- Commits or threatens to commit physical harm to another student or adult
- Possesses or uses tobacco and/or drugs on or near the school campus
- Possesses a weapon or any object deemed as a weapon
- Removes, damages or destroys property belonging to a student, the school or to a teacher
- Swears, makes rude gestures, cruel teasing or put-downs

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration. Lack of participation from a student and/or parent(s) in the process does not preclude action taken by the iLearn School's administration.

iLearn Schools prides itself on preparing students to become successful individuals in any area they wish to

pursue. To continue iLearn School's tradition of excellence it is expected that all students will act honorably and approach their academic career with integrity. Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner. Violating the policy below, to any extent is wrong and a disservice to one's own educational progress, as well as that of others. Violations include, but are not limited to, plagiarism, cheating and unapproved collaboration. The classroom teacher and Assistant Director of Academics is the arbiter as to whether or not a violation has occurred. All members of the iLearn Schools community should be familiar with the following violations and consequences.

ACADEMIC INTEGRITY POLICY

Academic Integrity Policy Violations

- **A. Plagiarism:** Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such use is accidental or deliberate. It is no defense to claim that one has "forgotten" to document ideas or material taken from another source. Examples of plagiarism include, but are not limited to:
 - Using the ideas of another person, in total or part of, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast, or computer-mediated communication;
 - Knowingly failing to use proper citation for information obtained from print sources or the internet, according to citation criteria specified by the instructor or in cases where instructor guidance is not given, by standard manuals of style (e.g. The Chicago Manual of Style, MLA, APA);
 - Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentence;
 - Knowingly presenting borrowed material, whether a phrase, sentence, or whole paragraphs without placing quotation marks around the borrowed material in the approved style;
 - Presenting an assignment as one's own that has been partially or wholly prepared by another person or business.
- **B. Cheating:** Cheating occurs when individuals use course materials, information or devices (e.g., programmable calculator, cell phone, iPad) when such is unauthorized or prohibited. Examples of cheating include, but are not limited to:
 - Communicating information about assessment or assignments verbally or through writing, social media or any forms of technology (ex. texting, Facebook)
 - Having or using unauthorized materials, information or an unauthorized device at an examination, test or quiz;
 - Copying from another student an assignment, paper, lab report, project, homework assignment, assessment or other assignment;
 - Permitting another student to copy from an assignment, paper, lab report, project, homework assignment, assessment or other assignment;
 - Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration;
 - Having another person act as proxy to take an examination, test or quiz or to complete an assignment, paper, computer program, or project.
- **C. Unapproved Collaboration:** Certain coursework and assignments such as team projects, papers, and laboratory work may involve collaboration. Unless expressly permitted or prescribed by the faculty member, students shall not engage in collaboration on graded assignments. It is the student's responsibility to ask for clarification from a faculty member to what extent, if at all, collaboration with others is allowed.
- **D. Other Violations of Academic Integrity:** Additional violations of academic integrity include, but are not limited to:

- o Incidents of falsification. Falsification occurs when individuals make false statements that mislead others. Examples of falsification include, but are not limited to: the creation of a false or misleading citation, or the manipulation of data for an academic assignment;
- o Submission of a paper or project to more than one course during the time in which a student is attending iLearn Schools, without the explicit permission from all the instructors involved;
- o Submission of work previously done in another school, whether modified or not, without permission of the instructor.

Academic Integrity Policy Consequences

1st Offense:

- Teacher will conference with the student.
- Student will receive a zero on the assignment.
- Student will be given negative discipline points via ClassDojo.

2nd Offense:

- Teacher and Disciplinarian will conference with the student.
- Student will receive a zero on the assignment.
- Student will be given negative discipline points via ClassDojo.
- Student will receive after school detention.

3rd Offense:

- Teacher and Disciplinarian will conference with the student and parent/guardian.
- Student will receive a zero on the assignment.
- Student will be given negative discipline points via ClassDojo.
- Student will receive full day in-school suspension.
- Student will be removed or barred from all afterschool activities including clubs and athletics for a certain period of time.

All violations will be cumulative over the school year and are kept in the student's discipline record. Subsequent infractions will be subject to further consequences.

UNACCEPTABLE TYPES OF STUDENT BEHAVIOR AND CONSEQUENCES

As a student at iLearn Schools, you shall not...

I. Inappropriate Physical Contact

Inappropriate physical contact such as hitting, punching, pushing, pulling, shoving, pinching, and biting is not permitted to take place on or off school grounds. Inappropriate physical contact is a physical contact in anger, regardless of whether fists or weapons are used. Any use of inappropriate physical contact will involve disciplining all students involved. Students who involve themselves in the act of inappropriate physical contact may be sent home for the remainder of the day and he/she will be noted as absent.

- 1st Offense: Parents/guardian contacted. Up to three (3) days of suspension.
- 2nd Offense: Parents/guardian contacted. Long-term suspension and possible expulsion.

II. Fight and Arrange Fights:

School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. In all but the rarest of

occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will be sent home for the remainder of the day and he/she will be noted as absent.

- 1st Offense: Parents/guardian contacted. Up to three (3) days of suspension.
- 2nd Offense: Parents/guardian contacted. Long - term suspension and possible expulsion.

II. Bring Cellular Telephones or Other Electronic Devices:

Radios, Tape or CD Players, Electronic Games, and/or similar devices are not allowed at school. They disrupt classes and distract others from learning. Students may bring a camera to school with a one-day advance approval notice from the Administrator. Cell phones can only be used outside of school grounds. Students are not allowed to chat or play games with their cell phones or any other electronic devices.

- 1st Offense: Parents/guardian contacted. Confiscation of the devices with retrieval only by parents/guardian along with a \$10 fee. iLearn Schools is not responsible for the confiscated items which are not retrieved one week after confiscation.
- 2nd Offense: Parents/guardian contacted. Up to Two (2) days of suspension. Device will be confiscated and device will be given to parent on or after the last day of school along with a \$10 fee. iLearn Schools is not responsible for the confiscated items which are not retrieved one week after confiscation.
- 3rd Offense: Parents/guardian contacted. Up to Three (3) days of suspension. Possible expulsion.

III. Cheat and/or Plagiarism:

Cheating on tests, plagiarism, and/or any other types of deception to get credit without effort is unacceptable conduct.

- See Academic Integrity Policy

IV. Abuse and/or Misuse of Computers and Laboratory Equipment:

Computer hardware and software, and lab equipment are for the benefit of all students. No student may purposefully tampering with the hardware, software, or tools and equipment so that it is inaccessible to other students. Computers and lab equipment are in the school for educational purposes only. Abuse and or misuse of computers also include loading private software, accessing inappropriate sites using school equipment. All science lab equipment and materials are to remain in the lab unless otherwise instructed.

- 1st Offense: Parent/guardian contacted. Up to two (2) days of suspension
- 2nd Offense: Parent/guardian contacted. Up to three (3) days of suspension
- 3rd Offense: Parent/guardian contacted. Recommendation for expulsion.

*Under supervision, students will repair, undo, reset, delete, replace or whatever needs to be done to undo the tampering. **Student may have to pay for computer or lab technicians to undo tampering.***

V. Disrupt Learning:

Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to use of inappropriate written and verbal language, eating or drinking during class, chewing gum, insubordination, making noise, and/or selling or trading personal possessions to other students in class.

- 1st Offense: Parent/guardian contacted. Teacher discretion. Possibility of detention, necessary demerit points, and/or up to one (1) day of suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion including detention, necessary demerit points, and/or up to two (2) days of suspension.
- 3rd Offense: Parent/guardian contacted. Up to three (3) days of suspension + parent conference

VI. Uniform Violations:

Students must come to school in uniform and in line with specific uniform and appearance limitations described in this handbook. Students will not be allowed to attend class until they are in proper attire. All missed work must be made up.

- 1st Offense: Parent/guardian contacted. Student will be sent to the office to fix the violation and a warning is given for the day.
- 2nd Offense: Parent/guardian contacted by ADO or Assistant ADO. Student will be sent to the office to fix the violation and ClassDojo points will be issued.
- 3rd Offense: Parent/guardian contacted by ADO or Assistant ADO. Student will be sent to the office to fix the violation and 1 detention will be issued.
- 4th Offense: Parent/guardian contacted by ADO or Assistant ADO. Student will be sent to the office to fix the violation and 2 detentions will be issued.

VII. Use Drugs and/or Alcohol and Sale or Intention to Sell Drugs and/or Alcohol:

Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies.

- Parent/guardian contacted. Contact authorities + long term suspension with pending expulsion proceedings.

VIII. False Fire Alarm

Issuing a false fire alarm is a violation of State law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense; ranging from fine of \$1,000 to \$10,000 and jail terms. Making false 911 calls is also a violation of the State Law. Any student who issues a false call is subject to prosecution by legal authorities. There will be a \$100 dollar fine for each false call.

- Parent/guardian contacted. Three (3) days of suspension. Recommendation for expulsion. Restitution for any damage. Possible prosecution by legal authorities.

IX. Forgery

Any attempt by a student to sign a teacher's, administrators, parent's/guardian's, or student's name to any school document is considered forgery:

- 1st Offense: Parent/guardian contacted. Two (2) days of suspension
- 2nd Offense: Parent/guardian contacted. Three (3) days of suspension
- 3rd Offense: Parent/guardian contacted. Recommendation for expulsion

X. Gamble, Play Cards and Trading Cards

Gambling includes but is not limited to card playing, dice shooting and sports pools and involves the transfer of money or personal belongings or assistance from one person to another. The possession of Trading Cards (Example: Pokemon cards) are not permitted in or around school grounds.

- 1st Offense: Parent/guardian contacted. Up to two (2) days of suspension and confiscation of the card(s), dice etc. with retrieval only by parents/guardians.
- 2nd Offense: Parent/guardian contacted. Up to three (3) days of suspension. Card(s) will be confiscated and they will be given to parents only on or after the last day of school.
- 3rd Offense: Parent/guardian contacted. Three (3) days of suspension. Recommendation for expulsion

XI. Bring Inappropriate Materials

Pornographic, criminal, or hate related.

- 1st Offense: Parent/guardian contacted. Three (3) days of suspension.
- 2nd Offense: Parent/guardian contacted. Recommendation for expulsion

XII. Harass another Student and/or a Teacher, Administrator, or Staff Member

Harassment means making unwelcome advances or any form of improper physical contact, gesture or sexual remark and any speech, written communication or action that creates a hostile, intimidating or offensive learning environment. Harassment is a violation of Federal Law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. If harassment occurs as a "joke" the student will experience the consequence of his/her behavior.

- Parent/guardian contacted. Potential Anti-Bullying Case pending on administrative discretion with a recommendation for suspension and other disciplinary actions. Possible expulsion. Possible prosecution.

XIII. Disrespect to Staff or Using Inappropriate Language and Behavior

Includes responding to staff in a rude and/or impertinent manner (i.e., rolling eyes, sucking teeth, not answering when asked a question, or talking back):

- 1st Offense: Parent/guardian contacted. ClassDojo Points and/or Up to two (2) days of suspension.
- 2nd Offense: Parent/guardian contacted. Up to two (2) days of suspension.
- 3rd Offense: Parent/guardian contacted. Three (3) days of suspension. Possible expulsion.

XIV. Smoke or Use of Other Tobacco Products and/or Bring Such Products to School

This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy:

- 1st Offense: Parent/guardian contacted. Possible expulsion.
- 2nd Offense: Parent/guardian contacted. Possible expulsion

XV. Steal and/or Vandalize Private Property

This means to cause or attempt to cause damage to private property or steal or attempt to steal private property either on school grounds or during a school activity, function, or event on school grounds. Students and their parents or guardians will be held responsible for any theft/vandalism that their student commits on school property. Please Note: The school may file a police report in cases of theft and vandalism. Either offense can carry heavy legal penalties.

- 1st Offense: Parent/guardian contacted. Up to two (2) days of suspension.

- 2nd Offense: Parent/guardian contacted. Up to three (3) days of suspension. Restitution if required. Possible expulsion. Police report filed.

XVI. Display Threatening Behavior

Threatening behavior can include verbal threats, both face to face, over electronic media (phone and/or computers), handwritten notes, and/or non-verbal threats, including “hard” stares, gestures, and so on, that cause or attempt to cause any student, teacher, administrator, or staff member to feel frightened or intimidated.

- 1st Offense: Parent/guardian contacted. Possible HIB Investigation and/or one (1) day of suspension
- 2nd Offense: Parent/guardian contacted. Possible HIB Investigation and/or three (3) days of suspension
- 3rd Offense: Parent/guardian contacted. Possible HIB Investigation and/or Possible expulsion.

XVII. Truant

Truancy means being inexcusably absent from school or class without the knowledge of a parent. Habitual truancy by law means a student has accumulated five (5) consecutive days or nine (9) total days of absence in one semester. There are school and legal penalties that accompany truancy; in all cases a truant officer may be contacted and consulted.

- Offense: Parent/guardian contacted. Administrative discretion on full range of disciplinary measures including expulsion from the school.

XVIII. Bring Any Kind of Weapon to School

A weapon includes, but is not limited to, conventional objects like guns, pellet guns, knives, smoke bombs, stink bombs, fireworks, or club type implements as well as mace, tear gas, or other chemicals. It may also include any toy that is presented as a real weapon. It also includes objects converted from their original use to an object used to threaten or injure another. The Administration reserves the right to all final decisions regarding the definition of what is a weapon. School personnel may search lockers, book bags, gym bags, coats, and/or any other containers if they suspect the presence of a weapon.

- Consequence: Parent/guardian contacted. Three (3) days of suspension with a recommendation for Expulsion. Possible prosecution.

XIX. Possession or Use of Fireworks

Using or possessing any amusement device, smoke bomb, etc.

- 1st Offense: Parent/guardian contacted. Administrative discretion. Two (2) days of suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days of suspension. Possible expulsion.

XX. Gang and Secret Society Symbols

Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry or by writing of any signs identified as or associated with gangs. Students cannot promise to or be members of a gang, secret society, illegal club, sorority or fraternity.

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to two (2) days of suspension.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days of suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days of suspension. Possible expulsion.

XXI. Possession of Stolen Property

Having in one's possession property obtained without permission of the owner

- 1st Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days of suspension.
- 2nd Offense: Parent/guardian contacted. Up to three (3) days of suspension. Administrative discretion. Possible expulsion.

XXII. Arson

Intentionally starting any fire or combustion on school property,

- 1st Offense: Parent/guardian contacted. Administrative discretion. Psychiatric evaluation + possible expulsion.

XXIII. Public Display of Affection

Inappropriate behaviors of affection, which are not for public places such as kissing, hugging, physical contact, etc.

- 1st Offense: Parent/guardian contacted. Conference with student. Up to two (2) days of in school suspension
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days of suspension. Possible expulsion

XXIV. Provoking/Intimidating Behavior Encouraging or Urging Other Students to Violate School Rules

- 1st Offense: Parent/guardian contacted. Administrative discretion. Afterschool detention.
- 2nd Offense: Parent/guardian contacted. Administrative discretion. Up to three (3) days of suspension.
- 3rd Offense: Parent/guardian contacted. Administrative discretion. Possible expulsion.

XXV. Leaving Campus Without Permission

Leaving campus without prior consent and authorization from school administration.

- 1st Offense: Parent/Guardian contacted. Up to Three (3) day out of school suspension.
- 2nd Offense: Parent/Guardian contacted. Possible expulsion.

XXVI. Bus Misconduct

Failure to comply with rules of bus safety or disturbing others. Failure to pick up a student on time from the bus stop may result in the loss or suspension of bus privileges.

- 1st Offense: Parent/Guardian contacted. Up to two (2) days of out of school suspension.
- 2nd Offense: Parent/Guardian contacted. Up to three (3) days of out of school suspension. Possible expulsion.

HARASSMENT, INTIMIDATION, AND BULLYING

"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation, and bullying" include, but are not limited to, a gesture, written, verbal or physical act.

- 1st Offense: Parent/guardian contacted. Up to three (3) days of suspension and/or other disciplinary action decided by the board.
- 2nd Offense: Parent/guardian contacted. Up to three (3) days of suspension and/or other disciplinary action decided by the board.
- 3rd Offense: Parent/guardian contacted. Possible expulsion

STUDENT PROBATION

Students on Student Probation:

- May not participate in any Dress Down Days.
- May not participate in any After School Activities (Sports, Clubs, Dances, etc.) except approved tutoring.
- May not participate in any Field Trips except approved by an Administrator.
- May not remain in the school building after Dismissal unless approved by an Administrator.
- Any disciplinary incident that the student is involved in may also result in a one (1) day in-school suspension.

TYPES OF CONSEQUENCES

A. Detention

Detention may be held on each day during school for up to eight (8) hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted for this.

There are two types of detentions: After school and Saturday detentions.

Detention (After School)

1. Students will bring materials to work on. (Homework, books to read from the Library, only school acceptable materials permitted.) Classroom materials may be sent by the teacher.
2. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
3. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
4. Any student assigned to the detention room must sit the time. Students refusing to sit their time will be suspended from school.
5. Detention time will be assigned within 24 hours of the Administrator meeting with the student. This allows the parent time to make transportation arrangements.
6. Note: Students placed on after school detention will not be permitted to participate in any extra-curricular activities that day.
7. If a student arrives to detention room 5 minutes after designated time without confirmed excuse, the student will not be allowed into detention room, and the miss will be considered unexcused. This will result in one day out of school suspension, and redo the detention.

Saturday Detention

Parents will be notified about the details of the Saturday Detention. This notification lists the cause for and date of the detention. Failure to attend must require prior approval from the administration.

1. Saturday Detentions will be held up to 4 hours in the morning and no food will be provided.
2. Parents are expected to provide transportation from detention.
3. iLearn Schools is not responsible for the students who are left after the designated start time.

4. Should a student arrive late for a Saturday Detention without a note for an "emergency excusal," he/she will be assigned 1 day in-school-suspension plus attend the next scheduled Saturday Detention. A second late arrival to an assigned Saturday Detention will result in out-of-school suspension beginning on the following Monday, plus attendance at the next Saturday Detention.
5. Students will be asked to bring appropriate materials with which to work.
6. There are no electronics, food, beverage, candy, comic books, etc. allowed in the Saturday Detention.
7. Students will be expected to work the entire time while there. Any student not working will be removed from the detention and referred to the Administrator. Parents will be notified regarding the infraction immediately.
8. No student is permitted to sleep during Saturday Detention.
9. Any student acting disruptively will be removed from the Saturday Detention and be referred to the Administrator for further disciplinary action.
10. If an emergency arises and the student cannot attend, the parent must contact the Administrator at the designated school. If the reasons are acceptable, the detention will be rescheduled.
11. If a student does not participate in scheduled Saturday Detention without any confirmed excuse, the student will receive 1 day out of school suspension plus attendance at the next scheduled Saturday Detention.
12. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she may receive an additional consequence.
13. Failure to follow Saturday Detention rules may result in 1 day out of school suspension plus attendance at the next scheduled Saturday Detention.

B. Suspensions

iLearn Schools will use two kinds of suspension: In school suspension and out of school suspension.

Short Term In School Suspension: 10 days or Less

We believe that students can benefit from instruction in a school setting even when suspension is an appropriate disciplinary response, we provide alternative instruction for suspended students within the school setting unless the severity of the conduct leading to the suspension makes immediate return to school inappropriate or the School does not have adequate facilities or staff to provide a supervised alternative program. To the extent possible, the alternative in school instruction program will be hosted at an offsite location with adequate facilities. The alternative program will provide similar academic curriculum that students would receive if attending regular classes. Alternative instruction will be provided for at minimum one hour per day.

In-School Suspension Procedure:

1. Report to the In-School Suspension Room at 8:00 A.M. If you come after 8:05 you will be counted as absent. In school suspension will be run from 8am to 3pm.
2. Students will bring materials to work on. Students are to bring IN-SCHOOL SUSPENSION ASSIGNMENT LIST with teacher's name, subject, and assignments. It is the student's responsibility to go and ask the teachers for assignment.
3. Students must sign the sign in paper when they report to the detention room. They must sign the paper when the suspension is over. Without Administrator permission, a student cannot go out of detention room. Students are to keep clean the detention room.
4. Students will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
5. Students will not be permitted to go to lunch. They will have their lunch in detention room.
6. Suspension will be assigned within 24 hours of the Administrator meeting with the student.
7. No disruptive behavior will be allowed.
8. Unexcused absences will be referred to the Administrator.

9. No food, drinks, gum or illegal substances allowed.
10. No visits by parents, relatives or other students.
11. Sleeping is prohibited.
12. Students are responsible for lost, stolen or damaged items.
13. Student Handbook rules apply.
14. No physical contact of any kind between participants
15. If a student does not attend scheduled In School Suspension without any confirmed excuse, then the student will have 1 day out of school suspension and attend rescheduled In School Suspension. If it occurs again, it may require expulsion from the school.
16. Failure to comply with the rules will be reported to the Administrator for further action. This further action may be up to three (3) days of out of school suspension.

Out of School Suspensions

Notice of Suspension and the reasons for the suspension will be given to the student by the Administrator after the discipline committee meeting.

You and your parent/guardian may appeal a suspension within two (2) school days of the suspension being issued. This appeal must be in writing and be made to the Lead Person. Consequences will not be deferred pending the outcome of an appeal.

Lead Person will make the decision within 2 school days after the appeal made. Lead Person's decision is final.

1. A student who is suspended from the school is not allowed on school property.
2. A student who is suspended from the school is not allowed to attend after school activities.
3. A student who is suspended is responsible for all make-up work missed.
4. Parents or guardians of the student will be notified in advance of dates of suspension.
5. If the incidence is severe, then Lead Person or Administrator may keep the student in detention room, until parents are notified and pick up the student.
6. Some suspensions may be extended, if further evidence is revealed. In such a case, parents or guardians will be notified either by phone or by mail.
7. If a student does not turn in Parent Notification form on the due date without any confirmed excuse, he/she will have 1 day out of school suspension.
8. Failure to follow School Suspension Rules may result in disciplinary action.

C. Expulsion

Expulsion is reserved for extraordinary circumstances, including not limited to circumstances where a student's conduct posed or continues to pose a danger to the safety and well being of other students, school personnel, or any other person lawfully on school property, attending a school function, or on school provided transportation.

Grounds for expulsion will include, but not be limited to:

1. Assault, assault and battery or threat thereof to any school personnel, other students or visitors while on school property, including buses, or at any school sponsored activity
2. False alarm, including fire, bomb threats, etc.
3. Use or possession of alcoholic beverages or illegal narcotics or drugs
4. Disruption of school by the use of violence, force, coercion, threat, or disorderly conduct (This shall include the use of same to incite others toward acts of disruption.)
5. Arson or attempted arson to any school building or property
6. Repeated offenses of flagrant violations where suspension is normally considered appropriate
7. Possession or use of weapons or any object which might be considered a dangerous weapon or instrument of violence.

DUE PROCESS

All students at iLearn Schools are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the “Unacceptable Types of Student Behaviors” listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at iLearn Schools have the right to feel that they are physically, emotionally, and intellectually safe.

Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible;

Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible.

Procedures and Due Process for Short Term Suspension (10 days or less)

The school may impose a short-term suspension and shall follow due process procedures consistent with federal case law pursuant to *Goss v. Lopez* (419 U.S. 565). Before imposing a short-term suspension, or other, less serious discipline, the school shall provide notice to inform the student of the charges against him or her, and if the student denies the charges, an explanation of the evidence against the student. A chance to present the student’s version of events shall also be provided.

Before imposing a short-term suspension, the school shall immediately notify the parents or guardian in writing that the student may be suspended from school. Written notice of the decision to impose suspension shall be provided where possible by personal delivery, phone call, email, or express mail delivery within 24 hours at the last known address(es) of the parents or guardian. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or guardian of their right to request an immediate informal conference. The parents or guardian of the student and the student shall have the opportunity to present the student’s version of the incident. Such notice and opportunity for an informal conference shall take place prior to the suspension of the student unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, in which case the notice and opportunity for an informal conference shall take place as soon as possible after the suspension as is reasonably practicable.

The school’s decision to impose a short-term suspension may be challenged by the parent(s) or guardian in accordance with the school’s grievance policy.

Procedures and Due Process for Long Term Suspension/Expulsion

The school may impose a long-term suspension or expulsion. Such a suspension or expulsion may be imposed only after the student has been found guilty at a formal suspension hearing. In extreme circumstances, the school may expel the student. Upon determining that a student’s action warrants a possible long-term suspension, the school shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions.

The school also shall immediately notify the student’s parent(s) or guardian(s) in writing. Written notice shall be provided where possible by personal delivery, phone call, email, express mail delivery to the last known address or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension. Such notice shall provide a description of the incident or incidents that resulted in the suspension

and shall indicate that a formal hearing will be held on the matter that may result in a long-term suspension (or expulsion). At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

If the Lead Person initiates the suspension proceeding, he or she shall personally hear and determine the proceedings or may, in his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer's report shall be advisory only and the Lead Person may accept or reject all or part of it. The Lead Person's decision to impose a long-term suspension or expulsion may be challenged by the parent or guardian through an appeal process in accordance with the school's grievance policy.

I. Important Notice of Additional Policies

DASA- Dignity for All Students Act

Bronx Arts and Science Charter School creates a safe and supportive environment for all community members; we abide by the New York State Dignity for All Students Act (DASA). Intimidation, taunting, harassment, and bullying (including cyber bullying) on school property, a school bus and/or at a school function on the basis of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex are expressly prohibited.

To read the full Dignity for All Students Act, please visit <http://www.p12.nysed.gov/dignityact/>. Harassment of a fellow student, as prohibited by DASA, is a violation of our Code of Conduct and will be punishable in accordance with the Code of Conduct. To seek help if you are subject to harassment or bullying by another student or by any employee of Bronx ASCS contact our DASA Coordinator in person, by letter, or by email.

Section 504 of the Rehabilitation Act

Section 504 of the Rehabilitation Act (commonly referred to as "504") is a federal law that protects students and all Bronx ASCS employees from discrimination based on disability. A disability may be a physical or mental impairment (such as an allergy or asthma or a learning disability) that substantially limits one or more major life activities. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. If you believe that your child is experiencing discrimination or loss of educational opportunities due to a disability, please contact our 504 Coordinator in person, by letter or email. The 504 Coordinator will arrange a 504 meeting to develop a health plan or another kind of 504 Plan. She will also explain your right to impartial review of a Section 504 Plan and procedures for filing a complaint, if your concerns are not resolved.

Mandated Reporter Policies

Child Abuse or Maltreatment at Home or in an After-school Child-care Facility

All teachers and school administrators who work with your child are required by state law to report all instances of suspected child abuse neglect or maltreatment (Social Services Law, Article 6, Title 6, Sections 413-417, & 419-420). Reports must be made whenever there is “reasonable cause” (Social Services Law, Article 6, Title 6, Section 413), which could “be as simple as distrusting an explanation for injury” (Summary Guide for Mandated Reporters in New York State, 2011). This means that a staff member of Bronx ASCS must submit reports of suspected abuse or maltreatment when presented with *any* suspicion regardless of previous relationship with or knowledge of a student’s family or home life.

As outlined by law, reports are submitted directly to the New York Statewide Central Register for Child Abuse & Maltreatment (800) 636-1522, and include photographs of any visible signs of abuse or maltreatment observed on the student (Social Services Law, Article 6, Title 6, Sections 413-417, & 419-420). Upon receiving the report, a Child Protective Specialist determines whether the suspicion warrants an investigation. If the report is accepted for investigation, then a written report (LDSS-2221A) must be completed by the reporting staff member from the school.

Bronx Arts and Science Charter School is required to cooperate fully with any investigation or casework activity carried out by Child Protective Services regardless if the report originated from the school. Such activities include, but are not limited to: granting access to academic, behavior, IEP, and attendance records; allowing child protective workers to observe a student in class, interview student, interview employees, and/or hold a student at school until a protective worker arrives. In addition, Child Protective Service workers may take children into custody if they deem it necessary.

Child Abuse or Maltreatment in the School Setting

All teachers and administrators who work with your child and any staff member of Bronx ASCS are expected to report to the School Administration any observation or complaints of abuse in the school setting, including corporal punishment, excessive restraint or verbal abuse. This policy applies on school property, on school trips, at any school functions, and off school premises if such abuse affects the school community. Verbal abuse includes language that belittles or embarrasses or subject students to ridicule.

The School Administration will promptly investigate such report, and if there is a reasonable basis to conclude that such abuse may have occurred, the School Administration will notify parents/guardians and will make appropriate reports to law enforcement and/or the New York City Department of Education.

The Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents and legal

guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students (age 18 or over or in college) to whom the rights have transferred are referred to in this policy as "eligible students."

- Parents/Guardians or eligible students have the right to inspect and review the student's education records maintained by the school. The School is not required to provide copies of records electronically or by mail unless a parent is unable to review the records at the school.
- For records including information on more than one student, parents will be limited only to information pertaining to his/her child. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge a fee for copies.
- Parents/Guardians or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- The School will not release personally identifiable education record information to third parties without the written consent of a parent or guardian except under the following conditions (34 CFR § 99.31):
 - o To Bronx ASCS teachers or administrators or school officials with a legitimate educational interest;
 - o To other schools to which a student is transferring;
 - o To Specified officials for audit or evaluation purposes;
 - o To Appropriate parties in connection with financial aid to a student;
 - o To organizations conducting certain studies for or on behalf of the school;
 - o To accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o To appropriate officials in cases of health and safety emergencies; and
 - o To State and local authorities, pursuant to specific State law.

Both Parents of a student have a right to inspect, review and request photocopies of their child's educational records, including records that are maintained electronically. Parents who wish to review records should submit a request in writing to the Assistant Director of Operations or the School Director. If a Custodial Parent (a parent or guardian who provides ongoing care for the child) requests access to records, a meeting for record review will be arranged within ten days, if a non-custodial parent requests access to records, the Assistant Director of Operations or the School

Director will notify the Custodial Parent of the record request. The custodial parent will then have 45 calendar days to let the School know whether a binding agreement or court order bars the school from giving the non-custodial parent access to the records. If no such document exists, the records will be made available to the non- custodial parent.

- . Court Orders or Subpoenas – In the case of a valid court order or lawfully issued subpoena, the school will immediately notify the parent in writing of the information that is requested (unless the subpoena states otherwise). Police officers and other law enforcement agencies must also present valid court orders or lawfully issued subpoenas when requesting student information.
- . Child Protective Services – Child Protective Service workers may request to see a student’s school records at any time and the school must comply.

NOTICE CONCERNING DIRECTORY INFORMATION

The School may disclose, without consent, "directory" information, including a student's name, honors and awards, and dates of attendance. This information will be released only to members of the School Community and, in the case of special events, honors or awards, to community organizations or publications. If you do not want the school to Release Directory Information about your child, please advise the Assistant Director of Operations by September 1st of the school year. Your request must be renewed each year.

Complaint Policy

Bronx ASCS Board of Trustees provides the following process relative to complaints or grievances. The recipient of the complaint or grievance may provide a copy of this policy to the complainant and direct that person to submit his or her complaint or grievance consistent with this policy.

INFORMAL COMPLAINTS:

Many disputes are best resolved at the lowest possible level. In the case of an informal complaint, parents/guardians are encouraged to take their grievances to the staff person who is directly involved in the incident or situation. If the conflict is not successfully resolved, families should bring the complaint to that person's supervisor. If still not adequately resolved, families may take their grievances to the School Administration for resolution with the involved parties.

FORMAL COMPLAINTS:

All complaints and grievances shall be submitted to the appropriate person, as identified in this policy, only in writing. The Board expects that a person will comply with the procedures stated below, in the below-stated sequence, prior to filing a written complaint with the Board.

A. Level I

In keeping with the above-stated guidance, complaints or grievances shall first be discussed with the teacher of a parent or guardian of the child or the immediate supervisor of a school employee.

If a student's classroom teacher has the authority to resolve a complaint or problem, the parent or guardian of the student shall first raise and discuss the complaint with the classroom teacher, either by: a telephone conference or an e-mail; or a conference between the teacher and parent or guardian of the student, which may be requested by either the teacher or the parent or guardian.

B. Level II

If a person has complied with the process for Level I and is dissatisfied with the results of that process, he or she may pursue the complaint through the Level II process.

If a parent or guardian of a student has first spoken with his or her child's classroom teacher and attempted in good faith to resolve the problem but remains dissatisfied, the parent or guardian may contact the School Administration. A record will be kept of each Level II complaint, including the nature of the complaint, the complaining party, and a description of the steps taken to resolve the complaint.

C. Level III

A person who has complied with the Level II process and remains dissatisfied may proceed with the following procedures under Level III:

If the parent, guardian, or person in parental relation is dissatisfied with the response of the School Administration, the parent, guardian, or person in parental relation may state his or her complaint in writing to iLearn Schools Central Office. The written complaint shall comply with the following: be signed by the parent or guardian filing the complaint; specifically state the nature of the complaint, including any school rule, guideline, law, or regulation that the parent or guardian claims to have been violated, and all relevant facts and circumstances surrounding the complaint; contain sufficient information and/or evidence to support the complaint; and specify how the parent or guardian would like the complaint resolved.

D. Level IV

A person who has completed the procedures of Levels I through III, but remains dissatisfied with the responses provided during those procedures may submit his or her complaint in writing to the Bronx ASCS Board of Trustees. Any such written complaint shall contain the elements stated in Level II. The Board will not accept any complaint if the complainant has not provided iLearn Schools Central Office with at least seven (7) school days in which to respond to the complaint.

The Board of Trustees will discuss any properly-submitted complaint at its next scheduled meeting,

in Executive Session when appropriate, and shall provide the School Administration with guidance regarding any further response concerning the complaint.

The Board will advise the complainant of its decision within thirty (30) days of its receipt of a properly submitted complaint.

Complaints to the School Administration may be delivered by mail or email to the following address:

School Administration

BRONX ARTS AND SCIENCE CHARTER SCHOOL

925 Hutchinson River Parkway

Bronx, NY 10465

Email: tbalik@bronxcharter.org

Complaints to the iLearn Schools Central Office should be addressed to:

iLearn Schools Central Office

33-00 Broadway

Suite 301

Fair Lawn, NJ 07410

Email: ykul@ilearnschools.org

Complaints to the Board of Trustees should be addressed to:

Attn: Adaline Walker Santiago, Board Chair

Bronx Arts and Science Charter School Board of Trustees

925 Hutchinson River Parkway

Bronx, NY 10465

If the complainant believes that the Bronx ASCS Board of Trustees has not adequately addressed the complaint, the individual or group may present the complaint to the school's Charter Authorizer, the New York State Board of Regents. The Board of Regents has delegated the authority to handle complaints concerning charter schools to the Commissioner of Education. Complaints must be in writing and must include the information which is required for a complaint to the Board of Trustees. The Complaint should include a copy of the response that you received from the Board of Trustees and should state clearly what specific action or relief you are seeking.

Mail the complaint to:

Charter School Office, NYS Education Department

89 Washington Avenue

Albany, New York 12234

Or by email: charterschools@nysed.gov

IMPORTANT NOTE

It is the school's responsibility to publish the student handbook on the school website. During open house, a copy of the student handbook can be provided to each parent. Copies will also be available in the front office. It is important that each student attending iLearn Schools and their parents have read, understood, and agreed with the content of the student handbook.

iLearn Schools reserves the rights to delete, add, and amend any changes to this handbook. Any changes to this handbook will be posted on the school website.

STUDENT CONDUCT CONTRACT

Student Name: _____

Grade/Section: _____

All of you have elected to apply to iLearn Schools, we anticipate that all students will not only accept their rights as members of our school community, but also their responsibilities to other members of our community. We ask each of you to carefully read over and sign the student contract on this page and, as the school year unfolds, do your best to behave in ways that will enhance your own and others' ability to learn and develop.

Student Contract

(MUST BE RETURNED TO HOMEROOM TEACHER)

As a student of iLearn Schools, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period. I will not leave the school grounds without the permission of the Lead Person.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will walk in the halls.
- I will not eat or drink in classrooms, and in the hallways
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I agree to follow all requirements of the iLearn Schools Student Handbook.
- I agree to follow the Student Code of Conduct.

Student Signature: _____

Date: _____

Parent Name: _____

Date: _____

Parent Signature: _____

Date: _____